



**Stratham Recreation Commission
Recreation Revolving Fund Policy**

Date: 11/18/20

Approved Version

Stratham Select Board, review date, 11/16/20

Stratham Recreation Commission, approval date, 12/2/20

Purpose of the Stratham Recreation Revolving Fund Policy: To define the revenues and expenditures in the Recreation Revolving Fund, in accordance with New Hampshire RSA 35-B:2, the Town of Stratham and the Stratham Parks & Recreation Department.

Purpose of the Recreation Revolving Fund: According to New Hampshire RSA 35-B:2, the purpose of the Recreation Revolving fund is that “the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the political subdivision's general surplus. The treasurer of the political subdivision shall have custody of all monies in such fund, and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created. Such funds may be expended only for the purposes of this chapter, and no expenditure shall be made in such a way as to require the expenditure of, or create a liability upon, other town funds which have not been appropriated to that purpose”.

Town of Stratham Governing Bodies: According to New Hampshire RSA 35-B:2, the Treasurer of the Town of Stratham shall have custody of all monies in the Recreation Revolving Fund, “and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created.” *The Town of Stratham designated the Stratham Recreation Commission as the Governing Body of the Recreation Revolving Fund, Article 12, Town Meeting, March 11th, 2003.*

Revenue Generated: Funds generated through programming fees or special events sponsored by the Stratham Parks and Recreation Department shall be allowed to accumulate in the Revolving Fund. Financial donations and grant funding shall also be deposited in the Fund.

Expenses Paid: Funds shall be expended to support recreation programming and activities, further develop the parks' infrastructures or to further enhance the mission of

the Parks & Recreation Department and Recreation Commission. A list of eligible expenses can be found in the Appendix of this document.

Types of Accounts¹:

Account	Oversight	Purpose
Youth Sports Funds	Managed by the individual Sports Board with oversight provided by the Parks & Recreation Department and Recreation Commission	Revenue is utilized to support youth sports in Stratham. Fees collected fully fund these activities.
Program Funds	Managed by the Parks & Recreation Department and Recreation Commission.	Percent fees collected are retained by P&R Dept. Remaining fees are paid to instructors/contract staff.
Agency Funds	Approvals in place for expenditures managed by individual associations/groups	Funds are used to support and compliment agencies projects and overall mission.
Reserve Fund	Managed by the Parks & Recreation Department and Recreation Commission	Funds are used to support and compliment Parks and Recreation projects and overall mission.
Administrative Fund	Managed by the Parks & Recreation Department and Recreation Commission	Administrative expenses related to the Fund

¹See appendix for specific account list

Reserve Fund: 75% of the fund balances of the *Program Funds* are transferred annually to the Recreation Reserve line within the Recreation Revolving Account. These are fees collected/generated by the Stratham Parks and Recreation Department through contracted or in-house programs. Approval for transfer of funds will take place at a November Recreation Commission meeting. These funds will be authorized for use by the Recreation Commission as requested by the Parks and Recreation Director. The funds will be utilized to further the mission and purpose of the Parks & Recreation Department through strategic initiatives and to help offset operational expenses. The proceeds generated from the Reserve Fund shall be utilized to reimburse the Town for professional training of part time seasonal staff, subscription and membership expenses incurred during the course of the fiscal year. This reimbursement shall occur in November.

Reimbursement to the Town of Stratham: The Town of Stratham shall be reimbursed by the Parks and Recreation Department \$5per participant when a fee is charged for a program. The Town of Stratham shall be fully reimbursed for all salaries related to the Summer Camp program. These reimbursements shall be funded through program fees and the reimbursements will occur annually in November.

Group/Accounts Dissolved: If a group or account shall cease to exist, those funds shall remain within that particular account line for a period of up to (1) year. With the approval of the Recreation Commission, those funds shall be transferred to the Reserve Line Fund after a one year period. Those funds at no time will be transferred to a different organization or entity. The funds shall remain within the Recreation Revolving Fund.



Stratham Recreation Commission Recreation Revolving Fund Procedure

Account Holders: The Stratham Recreation Commission has many Account Holders that create and maintain programming for the Town of Stratham. These Account Holders are embedded into the Recreation Commission and are required to follow all Government, Town and Recreation Department policies. Account Holders are, but not limited to being, a sports board or a subcommittee of the Recreation Commission as deemed appropriate by the Recreation Commission, Town Administrator, Town Select Board, or Town Treasurer. While the account holders can manage the funds in the accounts, at no time will the account holders have ownership over these funds.

Account Treasurer: The Account Treasurer is an individual within the Account Holder group. The Account Treasurer should be an elected position within the Account Holder's group/entity. The responsibilities of the Account Treasurer are:

1. Work with the Stratham Parks & Recreation Director to establish the Account Holder's account within the Recreation Revolving Fund
2. Communicate with the Program Coordinator regarding finances
3. Maintain an accurate account balance
4. Review reports from the Program Coordinator to reconcile account information on a monthly basis

Accounts: Within the Stratham Recreation Revolving Fund, each Account Holder will have its own account. These accounts will be established by the Parks and Recreation Director and the Finance Administrator or designee. The Parks and Recreation Program Coordinator will maintain accuracy of the account and will provide monthly reports and totals to Account Holders.

Authorized Signers: The Parks and Recreation Director shall approve all Revolving Fund invoices and submit them to the Finance Administrator or designee for payment. The payment manifest will be scanned and emailed to the Recreation Commission Treasurer who will forward to the Commission for review and questions. The town Treasurer will then have the authority to sign all checks and approve the electronic payments in that manifest. These manifests will be approved during the next scheduled monthly Recreation Commission meeting. The Program Coordinator will reconcile the accounts monthly to show current year to date balance of the Recreation Revolving Fund balances to the Recreation Commission for their review.

Expenditures: Purchases that exceed \$500 shall be discussed and reviewed during a public meeting. These discussions can take place either at a Recreation Commission meeting or during an Account Holder meeting. These meetings must be posted and open to the public.

Reimbursement of Cost: Reimbursement for all program costs will be paid out of the Recreation Revolving Fund. The Parks & Recreation Director will be responsible for approving the release of funds from the Recreation Revolving Fund to vendors.

Reimbursement of Out-of-Pocket Expenses: Reimbursements for out-of-pocket costs to individuals who have disbursed funds on behalf of an Account Holder must be submitted with receipts for payment. The individual must fill out a *Request for Payment from Special Fund Account* form and submit it to the Program Coordinator. Payment will be made within two weeks of receipt of an approved invoice.

Direct Invoices from Vendors: All invoices MUST be approved by the Account Holders and the Parks & Recreation Director. Payment will be made within two weeks of receipt of an approved invoice.

Revenues or Deposits into Account:

Program revenue shall be collected through the Park & Recreation Departments registration software. Fees will be processed by either credit card, cash or check. If participants pay by cash, the transaction must be completed in-person at the Parks & Recreation Department office.

Deposits to Accounts: All deposits are to be accumulated and totaled by the Program Coordinator and must be accompanied by the Program Income Sheet. The Program Coordinator will submit these to the town Treasurer or designee at least once a week for deposit and/or when the total exceeds \$1,500.

Required Reconciliation: On a monthly basis, the Program Coordinator will submit to the Account Holder a current account balance and account detail for the last 30 days. These documents are posted, shared and saved on a 'cloud' based spreadsheet. These spreadsheets are available for review at any time by all parties. Reconciliation between the two parties should be completed within 3 days to ensure accuracy of each account.

Appendix

List of current Recreation Revolving line items:

<i>Youth Sports Funds</i>	<i>Program Funds</i>	<i>Agency Funds</i>	<i>Reserve Funds</i>	<i>Administrative Funds</i>
Baseball	Archery	Park Association	Donations	Bank Service Fees
Basketball	Bike Rental	Explorer Post	Park Donations	Returned Check Fees
Cooperstown	Coyote Club	Skate Park	Reserve Account	
Longhorn Baseball	Family Fun Day		Trail Maintenance	
Soccer	Family Trips			
Soccer Reserves	Lacrosse Camp			
Softball	Men's Soccer			
	Programming			
	Race Series			
	Senior Trips			
	Ski Program			
	Stone Oven Catering			
	Summer Camp			
	Summer Trail Series			
	Tennis			
	Office Expense			

Example of eligible expenses:

<i>Youth Sports Funds</i>	<i>Program Funds</i>	<i>Agency Funds</i>	<i>Reserve Funds</i>	<i>Administrative Funds</i>
Uniforms	Contracted wages	Event expenses	Strategic initiatives	Misc. Account related
Equipment related to the sport	Equipment related to the program	Capital items	Operational expenses	
Space Rental	Space Rental			
Officiating expenses	Officiating expenses			
Training	Transportation			
	Admission Fees			